

**MUNICIPALITY OF SIOUX LOOKOUT**  
**ADMINISTRATIVE PROCEDURE NO. 3-44**

**SUBJECT:** **FLEX TIME**

**SECTION:** Personnel

**APPLIES TO:** All Employees

**EFFECTIVE:** November 16, 2005

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44.1 Full-time employees within the Municipality may request of their respective Department Heads to modify their work day/work week.

44.2 Such modification may include one or more of the following:-  
i) amend start time  
ii) amend finish time

44.3 It is of the utmost importance to understand that the ability to modify one's work day/work week will be a function of a department's workload and staffing availability. The implementation of the program and its ongoing operation may well differ slightly department-to-department.

44.4 All modified work days/work weeks shall be compatible with a department's operational needs and shall be scheduled in advance. All time off with pay shall be taken on a monthly basis. In the event of conflict, operational demands shall take precedence and the Department Head's decision is final.

44.5 Department Heads are to ensure that employees using flex time have viable work that can be performed during the time outside normal work hours.

44.6 The approved modified work hours/work week may result in an accrual of time for time off with pay at a pre-determined date or be accommodated each workday.

44.7 Time off which has been accrued through flex time must be pre-scheduled, however vacation and non-flex lieu time shall take scheduling precedence.

44.8 Approved flex time must not result in an increase to the payroll burden to the Municipality nor result in a decrease in the level of service provided to the public.

44.9 All approved flex time schedules shall be forwarded to the Chief Administrative Officer for information prior to commencing of said schedule.